

## **The Health Risks of Extraterrestrial Environments Statement of Policies**

(Revised September 2016)

Posted: 9/21/16

### **Introduction**

The objective of The Health Risks of Extraterrestrial Environments ([THREE](#)) web site is to become an accurate, complete and current resource for space radiation research.

THREE provides information useful to scientists considering an expansion of their research into space radiation topics, scientists and teachers interested in broadening their background, and students considering space radiation research.

### **Editorial Board**

An Editorial Board is responsible for the contents of THREE. The members of the THREE Editorial Board are appointed by the Chief Scientist (or designate) of the Space Radiation Program Element (SRPE), NASA Human Research Program.

There is a Chief Editor and there may be up to ten (10) Associate Editors on the [THREE](#) Editorial Board. This number may be changed in consultation with the Editorial Board if appropriate.

#### Editorial Board members and terms of appointment as of September, 2015:

Walter Schimmerling, Chief Editor

#### Associate Editors:

David Boothman	(2014-2016)
Stanley Curtis	(2014-2016)
Amelia Eisch	(2015-2017)
Dudley Goodhead	(2014-2016)
Derek Lowenstein	(2014-2016)
Marianne Sowa	(2015-2017)
Michael Weil	(2014-2016)

The Associate Editors are appointed for a period of three years and can serve consecutive terms at the recommendation of the Chief Editor.

Board Members are required to participate in periodic meetings of the Editorial Board, either in person or remotely. At the present time, the only regularly scheduled conference is a telephone conference held on the first Wednesday of every month. In-

person meetings may be scheduled by the Chief Editor in consultation with the Editorial Board.

The Associate Editors advise the Chief Editor on authors to be solicited, and are encouraged to contribute their own work as they feel appropriate.

The Chief Editor assigns contributions to Associate Editors, who engage reviewers and correspond with them during their oversight of the review process.

Reviewers are to proceed with dispatch, with the goal of providing their reviews within three weeks. The Associate Editor leading the review of an article corresponds with the authors, requiring that authors address reviewer recommendations. Reviewers may request to see revised manuscripts.

Reviewed articles shall be forwarded to the Chief Editor, with an Associate Editor recommendation. The Chief Editor adjudicates diverging reviews, determines that a contribution has been accepted, notifies the corresponding author, and authorizes the Webmaster to post accepted articles.

Authors of accepted articles agree that an article may be selected for display as a Featured Article on the website main page, showing a summary of the article, generally based on the abstract, and one or more figures selected by the Chief Editor.

## Instructions for Authors

All contributions shall be submitted to the Chief Editor or to the Webmaster. All correspondence and submissions of articles shall be conducted via email, in Microsoft Word format, unless the Webmaster requests or agrees to a variation. Fonts used may be Arial or Times New Roman, 10-12 pt size. Left and right margins shall be no less than 1 inch; top and bottom margins shall be no less than 0.75 inches. THREE staff must be able to edit the submissions, in order to insert the actual posting date into the heading of the article.

It is strongly recommended that authors consult current articles posted on the THREE website for examples of suitable content, layout (references, source of illustrations, level of scientific sophistication, lack of jargon and overall clarity. The specifications for these qualities are still evolving; their final state will reflect the needs of authors and readers as their responses accumulate. Recommended style, as well as standard abbreviations and acronyms should follow that of the journal *Radiation Research*.

The types of contributions that will be considered are Notes and Articles. For historical reasons, the THREE site also includes slide presentations in Flash format presented to students at the NASA Space Radiation Summer School, which are gradually being replaced by more descriptive articles.

- **Notes** are short references to relevant background resources, such as the material currently found in the Computer Tools section of THREE. Notes should be limited to approximately 1,200 words and may be edited for readability, to insert hyperlinks to other articles or dictionaries, etc. Notes may be reviewed by the Chief Editor or an assigned Associate Editor.
- **Articles** may provide basic introductory text, expand on existing articles, or add new and relevant material on published research results. Authors may submit unsolicited proposals for topical reviews to the Editorial Board, who may approve such proposals for contribution, pending editorial review. There is no current page limit for articles, but they are expected to be concise and contain an abstract. It is recommended that the bibliography or a “Suggested Reading” section be extensive enough to allow the reader an entree into the literature.

The first paragraph of every article should offer a brief overview of the topic, the relevance of their contents to space radiation problems and should be written at a level that is accessible to the lay reader. In keeping with the encyclopedia format, authors may choose to address specific topics by exposition and by reference to existing literature. In cases where the article describes research that has not as yet been applied to space radiation problems, the author(s) should provide a rationale for the article's significance in that context, including appropriate speculation where justified.

Articles will be written by scholars, contributing their reports on a voluntary basis, without remuneration. Existing articles may be revised as needed, and articles on new subjects will be solicited when appropriate. Any member of the scholarly community can request such alterations of content. Approval of these requests will be from the Editorial Board. If a revision is authorized, one Associate Editor of the Board will be selected to oversee the processing and review of the new or revised article.

Articles are expected to be written in a style understandable by non-experts (such as might be found in *Scientific American*). In some cases, more technical articles may be published, but the cognizant Associate Editor may request an extended summary for the non-expert or lay community.

Authors should strive to be neutral when covering topics in which there are alternative points of view. Competing views should be included if they are supported by a significant portion of the scientific community.

Articles will be peer-reviewed by at least two expert reviewers, chosen by the responsible Associate Editor, who must be satisfied that the corresponding author of the article has properly addressed reviewer critiques. In case of conflicting reviews or conflict between an author and reviewers, the Chief Editor will make a final decision.

Readers are encouraged to comment on articles and may submit comments, as well as suggested additions and revisions, to the Webmaster. The Webmaster will forward all comments to the Chief Editor for adjudication, which may mean one or more of the following: sending the comments to the corresponding author of the article for response,

refereeing the comments, authorizing the posting of the comments following review, or opening the comments to moderated discussion on the web site.

## Posting of Articles

All contributions will be maintained on a secure server.

Articles and images will not violate or infringe upon copyrights. Prior to submission, authors are encouraged to avoid misunderstandings due to similarities in text to published material by using “plagiarism” detection tools offered by the Office of Research Integrity (<https://ori.hhs.gov/plagiarism-tools>), such as the free online software eTBLAST (<http://etblast.vbi.vt.edu/>).

The corresponding author is required to provide this statement with the submission of an article for posting on THREE:

I have permission to use all the material in this article.
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The Webmaster is the point of contact with the NASA/JSC Information Technology staff.

Following complete editorial review, the Chief Editor notifies the Webmaster that a contribution has been accepted and authorizes the Webmaster to process the contribution for posting. The Webmaster shall process the posting of contributions in a timely manner.

All articles may be edited for clarity, with the corresponding author’s consent to the final version. Accepted articles may be cited as a refereed publication using the format of [Radiation Research](#), which references the [Uniform Requirements for Manuscripts Submitted to Biomedical Journals](#).

In addition, citations should indicate the *Date Posted*, which is the actual date the article is posted on the THREE website, as indicated in or near the heading of the posted article. Unless the citation is used as part of an author’s publication list, the citation should also indicate the *Date Consulted*, which is the date when the author of the citation last accessed the cited web page; this has become common practice in the scholarly literature since web pages may change, affecting conclusions based on their content.